CITY OF NEW ORLEANS CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 71(R)

September 8, 1994

TO: All Departments, Boards, Agencies and Commissions

FROM: Marlin N. Gusman, Chief Administrative Officer

SUBJECT: CODE OF ETHICS

I. PURPOSE.

The City Council has amended and reordained, as Chapter 22B of The Code of the City of New Orleans, a City Code of Ethics which compliments the Louisiana Code of Governmental Ethics.

II. APPLICATION.

The Code of Ethics applies to all elected and appointed officials, classified and unclassified employees of the City government, and the members and employees of all boards, agencies, commissions, advisory committees, public trusts and public benefit corporations of the City of New Orleans.

III. APPOINTING AUTHORITIES.

All appointing authorities are responsible for distributing copies of the Code of Ethics to every employee and to ensure that everyone understands the purpose and contents of the Code.

Appointing authorities are also encouraged to develop internal standards of ethical conduct for their respective departments.

IV. STATE LAW.

The State of Louisiana has adopted the Louisiana Code of Governmental ethics which applies to all members of City government in the same manner as the Code of Ethics.

Appointing authorities shall distribute copies of the State Code of Ethics to every City official and employee.

V. COPIES.

Copies of the City Code of Ethics and the State Code of Governmental ethics may be ordered from Central Supply using a storeroom requisition.

VI. <u>INQUIRIES</u>.

Any questions concerning this memorandum should be addressed to the Chief Administrative Office, the Department of Law, or the Department of City Civil Service.

MNG/VJP/itb